

**BOARD OF TRUSTEES REGULAR MEETING MINUTES**  
**Wednesday, November 3, 2021**  
**At NEDSRA Offices, 1770 W. Centennial Place, Addison IL 60101**

1. **Call to Order:** Chairman Ellmann called the meeting to order at 1:30 p.m.

2. **Roll Call:** The following Roll Call was taken:

**Members Present:** Leslie DeMoss, Addison Park District  
Michael Hixenbaugh, Butterfield Park District (1:32 p.m.)  
Keith Knautz, Village of Glendale Heights  
Maryfran Leno, Itasca Park District  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Matt Ellmann, Wood Dale Park District

**Members Absent:** Phyllis Schmidt, Bensenville Park District  
Cathy Fallon, Oakbrook Terrace Park District  
Randy Splitt, Village of Schiller Park  
Greg Gola, Village of Villa Park

**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Executive Assistant/Recording Secretary  
Kristen Seefurth, Marketing/Fund Development Manager

**Guests Present:** None.

3. **Introduction of Guests and Staff.** None.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

- a. Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of September 1, 2021 and the special meeting minutes of October 13, 2021. Trustee Knautz asked that the September 1, 2021, section 10, minutes be amended to state that it was Mr. LeFevre, not Mr. Sikich that was presenting the annual audit. Motion to approve both sets of minutes with amendments for September 1 as stated, was made by Trustee Leno and a second made by Trustee Knautz. On a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays.

**6. Comments and Communications.** None.

**7. Consent Agenda.**

- a. Chairman Ellmann requested a motion to approve the financial statements for the periods ending August 31, 2021 and September 30, 2021. The motion was made by Trustee Leno and the second was made by Trustee Knautz. Trustee Leno inquired as to when partner agencies would receive the second invoice for member partner contributions. Recording Secretary Martellotta assured the Board that they would be mailed out November 4. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays.

**8. Agency Report.** Director Poole said the hot water tanks in the basement are in need of replacement. For both tanks to be replaced it would cost \$21,600 and asked for a consensus to move ahead with the replacements. Trustee Leno recommended that a placeholder for unanticipated expenses of this type be always placed in the budget. Chairman Ellmann stated there was consensus to proceed. Marketing Manager Seefurth reminded the Board of Giving Tuesday coming up after Thanksgiving. Recording Secretary Martellotta said the State received the initial application for the 2022 Grant and NEDSRA awaits the confirmation. Superintendent Barton reviewed summer numbers and distributed a hand-out with statistics. Highlighted were items including transportation, TREC, and Inclusion. He thanked the Member Partners for their support throughout the summer. Trustee Leno requested that in the future a procedure be put in place for NEDSRA staff to notify or inform the staff of the facility being used of any incidents that take place, so that it is recorded at the facility as well. Trustee Knautz recommended that the respective Trustee be copied in those communications. Chairman Ellmann asked Superintendent Barton if anything stood out in the data. Superintendent Barton stated that it was a good summer despite the pandemic and that it is refreshing to have data that is accurate due to the RecTrac registration system. Many of the programs were affected by the previous lack of transportation. Director Poole updated the Board that he had sent out the Community Needs Assessment RFP draft to the committee and will finalize with their input. The full Board will be involved in the ultimate selection. Trustee Leno asked that the \$500,000 allocated for ADA projects be itemized per agency to show the status of each on the financial reports. The "use by" date was never determined and Chairman Ellmann recommended that discussion of that be placed on the December agenda. Recording Secretary Martellotta said the invitations for the Holiday Gathering will be sent out this week.

**9. New Business.**

- a. Approve 2022 Board Meeting Calendar. The Board was presented with the meeting calendar for 2022. The Trustees believed adding a September 7, 2022 regular meeting to the calendar was prudent. Chairman Ellmann requested a motion to approve the Board meeting calendar with the addition of the September 7 meeting. The motion was made by Trustee Leno and a second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays. Trustee Knautz asked if outlook email invitations for all the meetings can be sent out for the year. Recording Secretary Martellotta will send those out.




10. **Chairman of the Board Comments.** The ribbon cutting ceremony for “390 Golf Experience” will be November 11 and invitations are being sent out.
  
11. **Board of Trustees Comments.** Trustee Hixenbaugh apologized for arriving late and welcomed back Recording Secretary Martellotta. He also thanked her for all her comments and help with the payroll system from Lauterbach & Amen. Trustee Leno noted that the Haymarket issue was voted down. Itasca is hosting vaccination and booster clinics. She announced that beginning Monday, Itasca Park District is mandating COVID vaccinations or weekly proof of negative Covid test for all employees. Trustee Friedrichs said Lombard Park District’s OSLAD grant is ongoing. In the next cycle OSLAD grant applications numbered over 150. Lombard will host a vaccination clinic, as well. Trustee Knautz also has an ongoing OSLAD grant. They are opening half of the project, which is the main playground. Trustee DeMoss said Addison is interviewing Recreation Supervisor candidates.
  
12. **Next Meeting Date:** Thursday, December 2, 2021 at 4:00 p.m., Salt Creek Golf Club, Wood Dale.
  
13. **Adjournment:** Chairman Ellmann stated that the next meeting date was on Thursday, December 2 at 4:00 p.m. to be held at Salt Creek Golf Club in Wood Dale and that there being no further business before the NEDSRA Board of Trustees, he would entertain a motion to adjourn. A motion was made by Trustee Baum and a second by Trustee Friedrichs. Motion passed unanimously on a voice vote with 7 ayes, 0 nays. The meeting was adjourned at 2:26 p.m.

Respectfully submitted,

  
Susan Martellotta, Recording Secretary

  
Matthew Ellmann, Chairman

  
Keith Knautz, Vice-Chairman